

**BY ORDER OF THE COMMANDER
910TH AIRLIFT WING**



910TH AIRLIFT WING INSTRUCTION 23-501

27 AUGUST 2002

Supply

**PRECIOUS METALS RECOVERY PROGRAM
(PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 23-5, *Reusing and Disposing of Material*. It established procedures for the economic recovery of precious metals from used photographic materials and other scrap and waste properties which when used, contains economically reclaimable quantities of same. The program covers gold, silver, platinum, palladium, iridium, rhodium, osmium, and ruthenium. It applies to any organizations assigned to the 910th Airlift Wing that manages, receives, handles, stores, issues, uses, requisitions, purchases, ships or contracts precious metal to include any photographic, plating or x-ray material.

SUMMARY OF REVISIONS

This revision modifies publication references in paragraphs **2.1.1.**, **2.3.1.**, **2.4.** and changes duty titles throughout the publications. A () indicates revisions from the previous edition.

1. General Activities which use any material which may contain precious metals, such as overhaul and repair shops, plating shops, photographic laboratories, libraries, hospital or maintenance x-ray development laboratories, and applicable Satellite Supply Flights must follow the procedures outlined below.

2. Responsibilities

- 2.1.** The Supply Manager is designated as the Precious Metals Recovery Program (PMRP) Manager.
 - 2.1.1.** Assure that an effective program is established for identification, control, and recovery of precious metals as outlined in AFMAN 23-110, Vol. 6, Chap. 4, *USAF Supply Manual*, and maintain the records prescribed therein.
 - 2.1.2.** Ensure each activity involved in the PMRP appoints a PMRP Monitor and an Alternate to supervise the program within that activity.

2.1.3. Schedule and conduct visits to each participating activity at least every 24 months for review of operations, documentation, and adherence to overall program requirements. Prepare and maintain a report of findings and ensure corrective action is taken on any discrepancies.

2.1.4. Provide assistance to activity monitors upon request.

2.1.5. Maintain liaison with Defense Reutilization and Marketing Office (DRMO) and the Precious Metal Area Representative (PMAR) to keep abreast of recovery techniques and to obtain assistance with training requirements.

2.2. Activities involved in the PMRP.

2.2.1. Appoint a PMRP Monitor and alternate to ensure that an effective recovery program is initiated within that activity.

2.2.2. Maintain appropriate auditable records of PMRP materials. Ensure disinterested personnel audits records and quantities of material on hand twice each year in June and December.

2.2.3. Initiate and maintain a PMRP self-inspection program to ensure compliance with receipt, issue, recovery, and turn-in requirements.

2.2.4. Safeguard all precious metal scrap material to prevent theft and pilferage. Ensure handling is limited to designated personnel only. To minimize the chance for theft or pilferage, promptly turn in recovered harvested scrap to Material Storage and Distribution Flight, Satellite Supply.

2.2.5. Segregate recovered precious metal scraps by basic material content. Use AF Form 2005, **Issue/Turn-in Request**, prepared in two copies annotated with the statement "PRECIOUS METAL SCRAP". On turn-in documents, record the total weight with complete description of the type of scrap being turned in.

2.3. Material Storage and Distribution Flight, Satellite Supply.

2.3.1. Certify weight annotated on turn-in document and review documents for necessary entries/annotations required per AFMAN 23-110, Vol 2, Part 2, Chap 13 and Vol 6, Chap 4.

2.3.2. Insure collected scrap is adequately safeguarded to prevent theft and pilferage.

2.3.3. Coordinates with Operation Support Flight, Stock Control, to prepare do not post off-line shipping document to DRMO and Document Control Copy with Turn-in Document to Document Control Element.

2.4. Management and Procedures Flight, Document Control, Satellite Supply will retain a suspense copy of shipping document pending receipt of mailed Receipt Copy (copy 2) from DRMO, perform necessary quality control, and file Receipt Copy and turn-in document in Document Control according to the Records Disposition Schedule.

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